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DURANGO

April 17, 1980

This package is the revision D update kit for the Durango SBA series Payroll User Guide. It adds page 2 of 4 of Build Payroll Control File which was inadvertently left out when printed.

Please replace following pages in your manual with those respective pages provided in this kit.

Title Page
73 - 81

Employee Records
Chart of Accounts
Tax Rates

100723-021

DURANGO

SBA payroll

USER GUIDE
2nd EDITION

All information and specifications in this manual are current at the time of printing. However, because of Durango's policy of continual product improvement, we reserve the right to make changes at any time without notice.

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Payroll User Guide (100723-001) Change History

Manual Revision	Software Supported Release.Version	ECO	Date	Description of Changes
A	1.1	134	5/10/79	Production Release
B	—	—	—	No changes. Rev. B skipped to bring User Guide to same Rev. letter as Reference Manual.
C	1.3B	196	1/23/80	Update procedures for Release 1 Version 3 (including Auxiliary Disk Drive) Incorporate SPR's Incorporate Advance Earned Income Credit
D	1.3B	235	4/18/80	Adds page 2 of 4 of Builde Payroll Control File which as inadvertently left out when printed.

15-5

This program contains company data vital to the system. It maintains the company's identification numbers, tax percentages, and account numbers required for all payroll calculations and distributions.

NOTE:

If any one item from the Payroll Control File Maintenance varies, a different Data diskette is required (i.e., different State Withholding Tax, etc.).

The program is capable of changing existing control records.

```
PAYROLL CONTROL FILE MAINTENANCE

 1. EMPLOYER NAME  ..........................     17. SK PAY EXMPT?
 2. ADDRESS-1                                     18. DISTRIB CODE
 3. ADDRESS-2
 4. ADDRESS-3                                     19. VAC
                                                  20. HOL
 5. FEDERAL ID #                                  21. SICK
 6. STATE ID #                                    22. SPECIAL
 7. CITY ID #
                                                  23. FICA
 8. EMPLR FICA %                                  24. FWT
 9. EMPLOY FICA %                                 25. SWT
10. MAX FICA WITH                                 26. OST
                                                  27. CWT
11. FED UNEMP %
12. FED UNEMP MAX                                 28. SVG BND
13. ST UNEMP %                                    29. SVG ACT
14. ST UNEMP MAX                                  30. LOAN
15. ST DISABL %                                   31. GARNISH
16. ST DISABL MAX
                                                  32. CHK ACT
```

The screen for adding and changing control records is the same. The "ADD" screen allows you to input information, the "CHANGE" screen displays existing information for change or inquiry.

1. Employer's Name - Required. 1-25 characters must be entered as you wish it to appear on tax forms.

2-4. Address Lines - Optional. A maximum of 25 characters per line can be entered.

5. Federal ID Number - Required. A maximum of 11 characters must be entered.

6. State ID Number - Required. A maximum of 11 characters must be entered.

7. City ID Number - Required. A maximum of 11 characters must be entered.

8. Employer FICA Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).

9. Employee FICA Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).

10. Maximum FICA Withheld - Optional. A maximum of 6 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnnn converts to n,nnn.nn). This figure is the maximum FICA to be withheld from an employee. It is not the maximum FICA wage. Enter the maximum dollar amount of tax.

EXAMPLE:

Maximum FICA Wages	22,900.00
FICA Rate	6.13%
Max FICA Withheld	1,403.77

The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

11. Federal Unemployment Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).

12. Federal Unemployment Maximum - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). This figure is the maximum FUI tax per employee per year. It is not the maximum salary subject to FUI.

EXAMPLE:

Maximum FUI	6,000.00
FUI Rate	.70%
Maximum FUI Withheld	42.00

The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

13. State Unemployment Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).

14. State Unemployment Maximum - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). This figure is the maximum SUI tax per employee per year. It is not the maximum salary subject to SUI.

    EXAMPLE:

Maximum SUI	6,000.00
SUI Rate	3.60%
Maximum SUI Withheld	216.00

    The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

15. State Disability Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).

16. State Disability Maximum - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). This figure is the maximum SDI withheld from an employee. It is not the maximum SDI.

    EXAMPLE:

Maximum SDI	11,400.00
SDI Rate	1.00%
Maximum SDI Withheld	114.00

    The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

17. Sick Pay Exemption - Required. "Y" or "N" must be entered.

    Y = Yes, all sick pay is exempt from FICA tax withholding.
    N = No, all sick pay is not exempt from FICA tax withholding.

18. Distribution Code - Required. "A", "S" or "N" must be entered.

    A = Always Distribute for all employees.
    S = Selected Distribution - allowed only for those employees so designated in the Employee Master File.
    N = No Distribution allowed for any employee.

    It is recommended that the operator enter "S", for maximum flexibility.

19-32. General Ledger Account Numbers - Required.

You have a choice of the following formats for General Ledger account numbers:

XXX
XXX-X
XXX-XX
XXX-XXX
XXXX
XXXX-X
XXXX-XX
XXXX-XXX

The software is set up so that if you press "RETURN" after the third or fourth digit, the hyphen automatically appears. If you don't want the hyphen, press "RETURN" again and the hyphen disappears. If you type in a hyphen from the keyboard, the computer does not accept it. Account numbers can only be numeric; they cannot include punctuations or letters.

Determine the General Ledger account numbers for the categories listed below. After you enter these accounts in the Control File, the Payroll programs distribute to them automatically. The same account number may be used for more than one category.

19. Vacation Account Number
20. Holiday Account Number
21. Sick Pay Account Number
22. Special Pay Account Number
23. FICA Account Number
24. Federal Withholding Tax Account Number
25. State Withholding Tax Account Number
26. Other State Tax Account Number
27. City Withholding Tax Account Number
28. Saving Bond Account Number
29. Saving Account Account Number
30. Loan Account Number
31. Garnish Account Number
32. Check Account Number

The question "ANY CHANGE?" is asked to allow for corrections to be made to the screen. If the answer is "Y" (Yes) the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGES?" until the answer is "N". Defaults to "N" on "RETURN", and returns to Initialize P/R System Menu.

GLOSSARY

Working Definitions of Terms
Used in Operating the F-85

Alphanumeric — Characters which are either letters or numbers or symbols, such as + , $ etc.

Application Package — A set of computer programs used to solve particular problems; i.e., accounting, scientific, financial, etc.

Applications Program — A program written to accomplish a specific user task (such as payroll calculations). Not all programs are for users; some programs are used by programmers to produce other programs.

Backup Diskette — A diskette which is a copy of another diskette is a "backup diskette." (Note: You will want to copy every diskette you have in case one is damaged or erased accidentally.)

Character — A single letter, number or symbol.

Command — An instruction given to the computer via the keyboard.

Computer — A unique machine that combines several functions: it records information (both words and numbers); plays back information (on a screen); manipulates information (performing calculations with numbers, and adding or deleting groups of words); and prints out information (words, numbers, and combinations of the two). The computer combines all these functions in one machine (eliminating several intermediate machines as well as a great deal of repetition and paperwork). The programmer can change the computer's operating rules in a variety of ways.

CR — CR stands for "Carriage Return" and is the same as the "RETURN" key on your Durango F-85.

CRT — Cathode Ray Tube. Video Display Unit (VDU) screen.

Cursor — The cursor is like a pointer on your video screen, and tells you what the computer is "looking at." It's a short line, about the length of an underscore. It moves as you type in answers and tells you where the next letter you can type will appear on the screen.

Data — Denotes any or all facts, numbers, letters, or symbols which can be stored, processed, or produced by a computer.

Data Entry

This simple noun phrase is a summary. It means: "The operator types answers (words and/or numbers) into the computer from the keyboard." The computer can copy data from other diskettes, and can select parts of the data on one diskette, but data entry must be done by an operator.

D-BASIC

The name of the language which Durango programmers use to talk to the computer. It consists of a set of commands that tell the computer what sequence to do things in (e.g., print question, wait for answer).

Default

Basically this term means that if you do not type in an answer, the computer will automatically provide one. For an explanation of when and how to use the "default" feature see "General Data Entry Rules."

Disk Drive

Something like the turntable and needle in a record player. Your diskette containing data, is the "record." As it revolves rapidly, the disk drive scans what is recorded there; feeding whatever data you want to the screen or the printer. The drive also positions to the appropriate file space when the computer is delivering information to be recorded.

Diskette

Round disks of plastic, coated with a ferro oxide material and encased in square envelopes of black paper. Both the paper and the diskette have a round hole in the middle. The paper casing also contains an oval cutout. These diskettes are specially made to receive and hold very tiny magnetic impulses from the computer. The computer can, in turn, "read" these impulses and translate them into letters and numbers. (Note: see the "F-85 Operators Manual" for instructions on handling and storing your diskettes). Diskettes are equally receptive to both "programs" (instructions) and "data" (records).

Document

A paper form, such as an invoice or credit memo, which contains written or printed data. The operator types this data from the document into the computer. Forms printed out by the computer, (statements or reports) may also be called documents.

Drive (Unit)

See "Disk Drive." Drive 1, or Unit 1, is the vertical slot closest to the keyboard. Drive 0 is the vertical slot to the left of Drive 1. Additional drives would have unit numbers 2 and 3.

Edit

To modify a body of data by deleting, inserting, or changing characters. Also, to check data for accuracy.

Error

A phrase that prints out on your screen when your answer is too long or should be in numbers instead of letters, or is for some other reason not recognizable to the computer. The message tells you what to do next. Also, program errors

occur when a particular program instruction cannot be executed, usually due to a flaw in the program. (Note: If you don't understand the message, check the "Video Display Error Message Table" in your F-85 Operators Manual. If you don't find it there, check your D-BASIC Reference Manual or call your dealer.)

Field — The area that your programmer has allocated to a particular part of a record on the diskettes or on the video screen. An example would be the name field on the customer file.

File — Sets of similar records, possibly contained on your diskette. One diskette will hold several files. Like file cabinet drawers, each file has a name (e.g., salesperson file, customer file).

File Maintenance — A procedure used to keep a file up to date by adding, modifying, or deleting information.

Floppy Diskette — Flexible magnetic disk used for storage of information.

Format — A procedure for preparing factory-fresh diskettes to hold data. This procedure "marks" various sectors of the diskette with magnetic index labels.

Hardware — Refers to the physical aspects of the computer; the keyboard, the disk drives, the printer, the screen, most of the insides, and the cover and any attachments. These are the "hard" components of a computer system, in contrast to the "soft" or programming instructions.

Initialize — Setting up the files and options for your particular business (entering your company name and estimating the number of records you will be entering as data). Includes setting up file sizes (allocating) according to your particular estimates.

Input — The process of typing information into the computer via the keyboard. (You can either input your records, or you can refer to the records you have as "input.")

Inquiry — Procedure for telling the computer to display specific information.

Interfaces — Connections and communications between units of computer equipment. Also used to describe processing between two or more application packages.

Key — The identifying information or field within a record. For example, the customer number is the key to the customer record; that means the computer must have that information to display that record for you. A second meaning, unrelated, is a key on the keyboard.

Language	Set of words and rules programmers use to give the computer instructions. The name of the language on your F-85 application software is D-BASIC.
Load	To take information from auxiliary or external storage (such as a diskette) and place it into memory storage, within the computer.
Load the System	An instruction or key which causes the computer to load the Operating System into computer memory, making programs and routines available for use.
Master Menu	The main list of functions available within an application program (e.g., print reports, input data).
Menu	A list of procedures that allows the operator to choose the desired one.
Module	Term used by programmers. Refers to a program unit that performs a discrete and identifiable task.
Numeric	Numbers, rather than letters; 0 - 9.
Object Code	Term used by programmers. Refers to the machine executable code resulting from an assembler or compiler.
Operating System	A set of programs and routines which interprets operator commands, handles program control, and performs supporting functions such as scheduling and input/output commands. DX-85 is the F-85's operating system.
Output	Refers to information and data transferred from the internal storage of a computer to output devices (like a printer or a screen) or external storage (like a diskette).
Post	The process of taking a transaction from data entry or a temporary transaction file and updating the information onto a permanent file.
Print Programs	Procedures for directing the computer to organize and print out a report.
Printer	The automatic typing device which produces reports on paper.
Program	A series of instructions telling the computer how to process information (what to do and when) in performing a desired operation (e.g., the solution of a mathematical problem or the collation of a set of data). Some programs (applications programs) process information for special subjects (accounting, research, law, medicine, etc.).

Programmer	A person who prepares programs. Specializes in computer languages such as D-BASIC. Programming begins with understanding of the problem, designing the logic, writing the program code, and testing and removing any flaws so that the programs are reliably running. The programmer generally also documents the program functions and characteristics.
Prompt	A phrase or a question (or, sometimes, a blinking cursor) appearing on the screen to which the operator must respond (via the keyboard).
Purge	A process which deletes information from a designated file.
Record	A group of related facts (fields). For example, one customer with name, address, total sales, etc. is a record in the customer file.
Software	Refers to programs written and sold for use with computers. Software is contained on a medium, such as tapes, disks, diskettes, or mini-diskettes. Software examples are programs, Application Packages, Utilities, Operating System.
Source Code	The form of a program as the programmer has coded it. Compilers or assemblers convert the source code to object programs which are machine executable.
Submenu	A list of preselected options. An example is the submenu for shipping codes in the customer file.
Transaction	An invoice, credit memo, debit memo, finance charge, or cash receipt - any individual change, addition, or deletion to a master record.
TRX	Abbreviation for "transaction".
Update	The process of changing, adding, or deleting data held in "the system and data files" (e.g., on the diskettes).
Utility	Certain programs designed to perform specific system functions such as copying, creating, and deleting files. Programs that usually perform single general tasks.
VDU	Video Display Unit, or screen, on which the computer shows its questions and your responses. Some call this piece of hardware the CRT, which stands for Cathode Ray Tube.
Verify	Determining whether an operation has been completed accurately.

PROCEDURES:

WHEN THE USER INITIALIZES THE DURANGO F-85 SYSTEM FOR PAYROLL PROCESSING, THE MASTER MENU WILL BE DISPLAYED. THE USER THEN SELECTS THE NUMBER OF THE PROCEDURE DESIRED. WHEN PROCESSING PAYROLL THE SELECTION NORMALLY FOLLOWS THE SEQUENCE AS LISTED BELOW BEGINNING WITH 'PAYROLL TIME ENTRY AND EDITING' THROUGH THE 'PAYROLL DISTRIBUTION REPORT'. THE REMAINDER OF THE PROCEDURES MAY BE RUN ON REQUEST.

THE FOLLOWING INCLUDES A BRIEF DESCRIPTION OF EACH PROCEDURE AND THE AVAILABLE OPTIONS:

1. DEDUCTION AND EARNINGS CODE FILE MAINTENANCE:
   THE ADDITION, MODIFICATION, AND DELETION OF DEDUCTION AND EARNINGS CODES IS PROVIDED BY THIS PROCEDURE. SCREEN DISPLAY OF INDIVIDUAL CODES IS ALSO PROVIDED, AS WELL AS, PRINTED LISTINGS OF THE CONTENTS OF THE CODE FILE.

2. EMPLOYEE FILE MAINTENANCE:
   THIS PROGRAM IS USED TO ADD, CHANGE, DISPLAY, AND PRINT INFORMATION HELD IN THE EMPLOYEE MASTER FILE. THE EMPLOYEE MASTER FILE CONTAINS EXTENSIVE INFORMATION ABOUT EACH EMPLOYEE INCLUDING SALARY/RATES, DEPARTMENT, EXEMPTION CODES, DEDUCTION DATA, MONTH-TO-DATE, QUARTER-TO-DATE, AND YEAR-TO-DATE TOTALS.

3. PAYROLL TIME ENTRY AND EDITING:
   THE ENTRY OF INFORMATION WHICH IS USED TO CALCULATE THE PAYROLL IS PERFORMED BY THIS PROCEDURE. THE MAIN PROGRAM PROMPTS THE OPERATOR FOR THE INDIVIDUAL EMPLOYEE NUMBER AND THEIR ASSOCIATED HOURS WORKED AND DISTRIBUTION DATA. THIS PROCEDURE ALSO PROVIDES FOR THE MAINTENANCE, INQUIRY, DELETION, AND EDIT LIST PRINTING OR THE EMPLOYEE PAY DATA.

4. EMPLOYEE MASTER FILE:
   THIS PROCEDURE IS SELECTED AFTER 'PAYROLL TIME ENTRY AND EDITING' IS PERFORMED. ALL EARNINGS AND DEDUCTIONS ARE ENTERED FOR ALL EMPLOYEES THEN A LISTING OF ALL EARNINGS AND DEDUCTIONS IS PRINTED.

5. CALCULATE PAYROLL:
   THIS PROCEDURE IS SELECTED AFTER THE 'ZONE PAY/VACATION DEDUCTION ENTRY' HAS BEEN PERFORMED. THE PROGRAM PROMPTS THE OPERATOR FOR THE PERIOD DEDUCTION FREQUENCY CODES, THEN AUTOMATICALLY PERFORMS THE CALCULATIONS. FOLLOWING THIS, THE 'PAYROLL REGISTER' AND 'DEDUCTION REGISTER' ARE AUTOMATICALLY PRODUCED.

6. PRINT PAYROLL CHECKS:
   AFTER THE PAYROLL CALCULATIONS HAVE BEEN COMPLETED THE PAYROLL CHECKS ARE PRINTED BY SELECTING THIS PROCEDURE. THE PROGRAM PROMPTS THE OPERATOR FOR THE STARTING CHECK NUMBER, CHECK DATE AND EMPLOYEE NUMBER RANGE. AFTER CHECK ALIGNMENT HAS BEEN MADE, THE CHECKS ARE PRINTED AUTOMATICALLY. IF ANY ERRORS OCCUR DURING THE PRINTING, THE CHECKS MAY BE REPRINTED.

   FOLLOWING THE CHECK PRINTING, THE SYSTEM AUTOMATICALLY GENERATES THE 'PAYROLL REGISTER' AND 'SAVINGS BOND REGISTER', AND THE APPROPRIATE FILES ARE UPDATED WITH THE NEW PAYROLL DATA.

O P E R A T O R I N S T R U C T I O N S

PAYROLL

INSTALLATION INSTRUCTIONS

```
PAYROLL                          RELEASE 1, VERSION 3

PLEASE SELECT APPLICATION ..

1. DEDUCTION/EARNINGS CODE FILE MAINTENANCE
2. EMPLOYEE FILE MAINTENANCE
3. PAYROLL TIME ENTRY AND EDITING
4. EMPLOYEE MASTER DED/EARN
5. CALCULATE PAYROLL
6. PRINT PAYROLL CHECKS
7. MANUAL PAYROLL TRX ENTRY AND EDITING
8. PRINT PAYROLL DISTRIBUTION REPORT
9. PRINT PAYROLL HISTORY REPORT
10. PRINT REVIEW REPORT
11. PRINT OVERTIME & SICK PAY REPORT
12. PRINT QUARTERLY REPORT
13. PRINT ORE/WASH GROSS PAY REPORT
14. PRINT YEAR END W-2 FORMS
15. CLEAR MTD,AND/OR QTD,AND/OR YTD
16. BACKUP PAYROLL DATA DISKETTES
17. INITIALIZE P/R SYSTEM

ANY CHANGE? .
```

BEFORE THE SYSTEM BECOMES OPERATIONAL, THREE MAJOR STEPS MUST FIRST BE PERFORMED:

- -INITIALIZING THE PAYROLL SYSTEM, (MASTER MENU ITEM #17)
- -BUILDING THE DEDUCTION AND EARNING CODES FILE, (MASTER MENU ITEM #1)
- -AND, BUILDING THE EMPLOYEE MASTER FILE. (MASTER MENU ITEM #2)

THIS BUILDS THE DATA BASE ON WHICH THE SYSTEM IS RUN. THESE PROGRAMS M U S T BE ENTERED IN THE ORDER LISTED ABOVE AND RUN ONE AFTER ANOTHER WITHOUT INTERRUPTION.

THESE PROGRAMS ARE SELF PROMPTING AND ARE INITIATED BY RESPONDING WITH THEIR RESPECTIVE MASTER MENU NUMBERS IN THE 'PLEASE SELECT APPLICATION' POSITION.

REFER TO THE RESPECTIVE INSTRUCTIONS IN THIS SECTION.

O P E R A T O R I N S T R U C T I O N S

PAYROLL

MASTER MENU

ILLUSTRATED BELOW IS THE 'PAYROLL MASTER MENU' FROM WICH ALL ACTIVITY IS SELECTED:

```
PAYROLL                          RELEASE 1, VERSION 3

PLEASE SELECT APPLICATION ..

1. DEDUCTION/EARNINGS CODE FILE MAINTENANCE
                                 10. PRINT REVIEW REPORT
2. EMPLOYEE FILE MAINTENANCE
                                 11. PRINT OVERTIME & SICK PAY REPORT
3. PAYROLL TIME ENTRY AND EDITING
                                 12. PRINT QUARTERLY REPORT
4. EMPLOYEE MASTER DED/EARN
                                 13. PRINT ORE/WASH GROSS PAY REPORT
5. CALCULATE PAYROLL
                                 14. PRINT YEAR END W-2 FORMS
6. PRINT PAYROLL CHECKS
                                 15. CLEAR MTD,AND/OR QTD,AND/OR YTD
7. MANUAL PAYROLL TRX ENTRY AND EDITING
                                 16. BACKUP PAYROLL DATA DISKETTES
8. PRINT PAYROLL DISTRIBUTION REPORT
                                 17. INITIALIZE P/R SYSTEM
9. PRINT PAYROLL HISTORY REPORT

ANY CHANGE? .
```

1. SELECT THE APPLICATION DESIRED. 1 THRU 17.

2. ITEMS #3-6, & 8 ARE COMMONLY USED ONCE PER PAY PERIOD.
   ITEM #16 SHOULD ONLY BE USED AT THE END OF EVERY DAY.
   ITEM #1,2,7,10,11,13, AND 15 ARE USUALLY USED MONTHLY OR ONLY WHEN REQUIRED.
   ITEM #12 IS USED QUARTERLY.
   ITEM #14 IS USED YEARLY.
   ITEM #17 IS USED ONLY ONCE-AT THE TIME OF INSTALLATION ONLY AND M U S T BE RUN BEFORE ANY OTHER ITEMS ON THE MENU BECOME OPERATIONAL.

EMPLOYEE FILE MAINTENANCE

18. REGULAR RATE - IF EMPLOYEE TYPE WAS ENTERED AS HOURLY. OPTIONAL. A MAXIMUM OF 5 NUMERIC DIGITS MAY BE ENTERED WITH A 3-DIGIT DECIMAL PLACE. (i.e., NNNNN CONVERTS TO NN.NNN). DEFAULTS TO '0.000'.

    IF EMPLOYEE TYPE WAS ENTERED AS SALARY, THIS FIELD DISPLAYS THE SALARY D I V I D E D B Y THE NUMBER OF HOURS DESIGNATED FOR THAT PAY FREQUENCY PERIOD.*

19. OVERTIME RATE - OPTIONAL. A MAXIMUM OF 5 NUMERIC DIGITS MAY BE ENTERED WITH A 3-DIGIT DECIMAL PLACE. (i.e., NNNNN CONVERTS TO NN.NNN). DEFAULTS TO '0.000'.

20. SPECIAL RATE - OPTIONAL. A MAXIMUM OF 5 NUMERIC DIGITS MAY BE ENTERED WITH A 3-DIGIT DECIMAL PLACE (i.e., NNNNN CONVERTS TO NN.NNN). DEFAULTS TO '0.000'.

21. STATE TAX CODE - REQUIRED. 1=OREGON, 2=WASHINGTON; DEFAULTS TO '1' ON 'RETURN'.

22. CITY TAX CODE - REQUIRED. 1=OREGON, 2=WASHINGTON; DEFAULTS TO '1' ON 'RETURN'.

23-26. NUMBER OF WITHHOLDING TAX EXEMPTIONS FOR FEDERAL, STATE, ADDITIONAL STATE, AND CITY - RESPECTIVELY. REQUIRED. 1 TO 2 NUMERIC DIGITS MUST BE ENTERED. FIELDS DEFAULT TO '0'. ENTRY OF '99' IN THESE FIELDS CAUSES NO TAX TO BE TAKEN. AN ENTRY IN THE 'ADDITIONAL STATE EXEMPTION' FIELD IS EXEMPTIONS IN A D D I T I O N TO THE STATE EXEMPTIONS.

27-29. EXEMPT FROM FICA, FEDERAL UNEMPLOYMENT, AND STATE UNEMPLOYMENT - RESPECTIVELY. REQUIRED. 'Y' (YES) OR 'N' (NO) MUST BE ENTERED. DEFAULTS TO 'N'.

30-31. ADDED WITHHOLDING TAX-FEDERAL, STATE - RESPECTIVELY. OPTIONAL. A MAXIMUM OF 3 NUMERIC DIGITS MAY BE ENTERED IN EVEN DOLLAR AMOUNTS. AMOUNTS ENTERED ARE DEDUCTED IN ADDITION TO OTHER FEDERAL AND STATE TAXES. DEFAULTS TO '0'.

32. ADDED CITY WITHHOLDING TAX - OPTIONAL. A MAXIMUM OF 2 NUMERIC CHARACTERS MAY BE ENTERED IN EVEN DOLLAR AMOUNTS. AMOUNTS ENTERED ARE DEDUCTED IN ADDITION TO OTHER CITY TAXES. DEFAULTS TO '0'.

33. VACATION HOURS DUE - OPTIONAL. A MAXIMUM OF 3 NUMERIC DIGITS MAY BE ENTERED IN EVEN HOUR AMOUNTS. DEFAULTS TO '0'. ALL CHANGES MUST BE ENTERED, THE SYSTEM DOES NOT UPDATE AUTOMATICALLY.

34. VACATION HOURS PAID - OPTIONAL. A MAXIMUM OF 5 NUMERIC DIGITS MAY BE ENTERED IN 2-DIGIT DECIMAL PLACE FORMAT (i.e., NNNNN CONVERTS TO NNN.NN). DEFAULTS TO '0'. THE SYSTEM AUTOMATICALLY UPDATES AS VACATION HOURS ARE PAID. AN EMPLOYEE MAY NOT BE PAID MORE THAN HOURS DUE IN ITEM #33. THIS FIELD IS AUTOMATICALLY CLEARED WHEN 'CLEAR YEAR-TO-DATE' PROGRAM IS RUN.

*IF '*****' APPEAR CHECK THE PAY-FREQUENCY #15 AND SALARY #17. THE REGULAR RATE CANNOT BE MORE THAN $99.999.

O P E R A T O R I N S T R U C T I O N S

PAYROLL

PAYROLL TIME ENTRY AND EDITING

REGULAR AND OVERTIME HOURS OR PERCENT - 1 TO 5 NUMERIC CHARACTERS MAY BE ENTERED WITH A 2-DIGIT DECIMAL PLACE (i.e., NNNNN CONVERTS TO NNN.NN). A TALLY OF DISTRIBUTED AND PAID HOURS OR PERCENTAGES IS AUTOMATICALLY UPDATED ON THE SCREEN AFTER EACH ENTRY. A 'RETURN' ADVANCES TO OVERTIME HOURS.

REGULAR AND OVERTIME DISTRIBUTION ACCOUNT NUMBERS - ENTER 3 OR 4 NUMERIC DIGITS FOLLOWED BY A 'RETURN' AND 3 MORE NUMERIC DIGITS MUST BE ENTERED. IF HOURS/PERCENT COLUMN IS ENTERED, THEN ACCOUNT NUMBER IS REQUIRED FOR THAT ITEM. EACH DISTRIBUTION MUST HAVE A CORRESPONDING ACCOUNT IN THE GENERAL LEDGER.

NOTE: DISTRIBUTION ACCOUNT NUMBERS - THE 3-DIGIT SUB. ACCOUNT NUMBER MUST BE USED TO ENTER THE NUMBER OF DAYS WORKED (DIGITS 1-2) IN THE STATE INDICATED BY DIGIT-3. STATE: 1=OREGON, 2=WASHINGTON.

REGULAR AND OVERTIME DISTRIBUTION RATES - 1 TO 5 NUMERIC DIGITS MAY BE ENTERED WITH A 3 DIGIT DECIMAL PLACE (i.e., NNNNN CONVERTS TO $NNN.NN). IF AN HOURS COLUMN IS ENTERED, THEN A RATE IS REQUIRED FOR THAT ITEM. A RATE IS NOT ALLOWED FOR A SALARIED EMPLOYEE WHEN PERCENTS ARE BEING ENTERED. DEFAULTS TO THE REGULAR HOURS OR OVERTIME HOURS RATE FROM THE EMPLOYEE MASTER FILE.

'ANY CHANGE?' MAY BE ANSWERED 'Y' (YES) OR 'N' (NO). IF THE ANSWER IS 'Y' THE PROGRAM PROMPTS 'WHAT #'. YOU WILL THEN BE POSTIONED TO THAT ITEM ON THE SCREEN. AFTER MAKING THE CHANGE, THE SCREEN CONTINUES TO ASK 'ANY CHANGE?' UNTIL THE ANSWER IS 'N'. DEFAULTS TO 'N' ON 'RETURN'. THE FIRST SCREEN IS THEN RETURNED TO AND DISPLAYED.

O P E R A T O R I N S T R U C T I O N S

PAYROLL

EMPLOYEE FILE MAINTENANCE

ILLUSTRATED BELOW IS THE SCREEN #4 OF THE EMPLOYEE FILE MAINTENANCE - ADD:

```
EMPLOYEE FILE MAINTENANCE -ADD                EMP: 0003  TOM

   104. WASH W/C RATE $  ......

   105. MTD ORE GROSS
   106. QTD ORE GROSS
   107. YTD ORE GROSS

   108. MTD WASH GROSS
   109. QTD WASH GROSS
   110. YTD WASH GROSS

  ANY CHANGE? .
```

104. WASHINGTON WORKMEN'S COMP. RATE - A MAXIMUM OF 6 NUMERIC DIGITS MAY BE ENTERED WITH A 4-DIGIT DECIMAL PLACE (i.e., NNNNNNN CONVERTS TO NNNN.NN). DEFAULTS TO '0.000'.

105-110. MTD, QTD, YTD OREGON AND WASHINGTON GROSS PAY - A MAXIMUM OF 7 NUMERIC DIGITS MAY BE ENTERED WITH A 2-DIGIT DECIMAL PLACE (i.e., NNNNNNN CONVERTS TO NNNNN.NN). DEFAULTS TO '0.00'.

O P E R A T O R I N S T R U C T I O N S

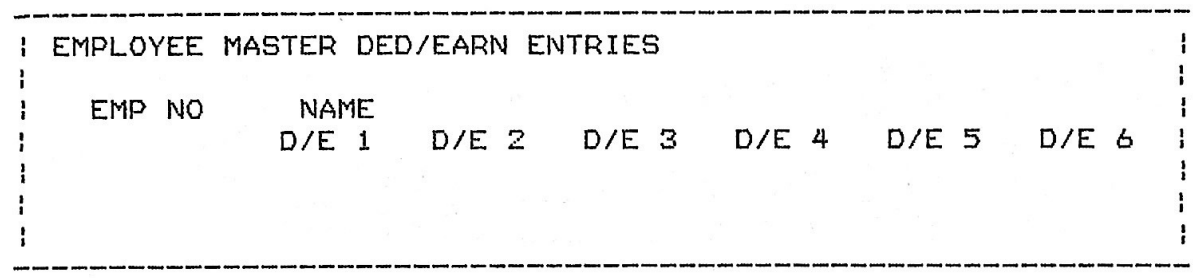
PAYROLL

EMPLOYEE MASTERS DED/EARN ENTRIES

ITEM #4

THIS PROGRAM IS USED TO ENTER THE EMPLOYEE'S MISCELLANEOUS PAY AND/OR DEDUCTION AMOUNTS DIRECTLY INTO THE EMPLOYEE'S MASTER RECORD DEDUCTION/ EARNINGS AMOUNTS. (1 THRU 6).

THE 'EARNINGS/DEDUCTION REGISTER PRINTS AUTOMATICALLY FOR FINAL VERIFICATION OF ALL EMPLOYEES.



1. EMPLOYEE NUMBER - REQUIRED. 1 TO 4 NUMERIC DIGITS. CORRESPONDING EMPLOYEE NAME WILL DISPLAY. TO TERMINATE ENTRY, ENTER 'END'.

2. D/E 1 THRU D/E 6 - OPTIONAL. A MAXIMUM OF 5 NUMERIC DIGITS MAY BE ENTERED IN EACH FIELD. EACH AMUNT HAS A 2-DIGIT DECIMAL PLACE (i.e., NNNNN CONVERTS TO NNN.NN). DEFAULTS TO '0.00'.

NOTE: AFTER ENTRY OF A VALID EMPLOYEE NUMBER, THE DED/EARN CODES WILL BE DISPLAYED. IF THE EMPLOYEE HAS NO D/E CODE SET UP IN THE MASTER RECORD, 'UNUSED' WILL BE DISPLAYED UNDER THE APPROPRIATE D/E COLUMN ON THE SCREEN. IF A DED/EARN CODE HAS BEEN SET UP FOR THE EMPLOYEE - THE CODE WILL DISPLAY. IF NO CHANGE IS TO BE MADE TO THE AMOUNT, TOUCH 'RETURN'. IF A CHANGE IS REQUIRED, ENTER THE APPROPRIATE AMOUNT AND THE PROGRAM WILL THEN MOVE TO THE NEXT D/E COLUMN.

NOTE: EACH EMPLOYEE ENTRY INSERTS SCREEN VALUES INTO THE DEDUCTION/EARNINGS AMOUNT #1 THRU #6.

O P E R A T O R I N S T R U C T I O N S

PAYROLL

PRINT OREGON/WASHINGTON GROSS PAY REPORT

ITEM #13

THIS REPORT PRINTS EACH EMPLOYEES MTD, QTD, AND YTD GROSS PAY FOR OREGON AND WASHINGTON EARNINGS.

IT ALSO PRINTS THE MTD, QTD, AND YTD EARNINGS SUBJECT TO OREGON AND WASHINGTON SUI TAXES.

THE LAST PAGE SHOWS THE COMPANY TOTALS OF SUI TAXABLE WAGES AND THE SUI TAX AMOUNTS.

BEFORE PRINTING IS STARTED, THE PROGRAM DISPLAYS THE CURRENT SUI RATES AND MAXIMUMS FOR BOTH OREGON AND WASHINGTON, ALLOWING THE OPERATOR TO CHANGE THEM IF DESIRED.